**Important please read this section carefully before submitting your report**

* This form is for use only in making a request for a No Contact Agreement, to be put in place between students of the University. Please read the No Contact Agreement policy[[1]](#footnote-1) before completing this form.
* If you wish to report the behaviour of a student which you believe breaches the *University’s Code of Discipline*[[2]](#footnote-2) and which occurs in the University Context, please read the *University Student Disciplinary* *Procedure: Non Academic Misconduct[[3]](#footnote-3).* If you wish to report the behaviour of a staff member, you should contact the relevant College or Head of Department. The University Harassment Policy[[4]](#footnote-4) explains how to make a harassment complaint against a member of University staff.
* You can seek advice and support as follows (i) students: from your college welfare team (if you are a member of a College), Student Welfare and Support Services[[5]](#footnote-5), this includes counselling, mental well-being etc., Harassment Advisors[[6]](#footnote-6), and the Oxford SU advice service[[7]](#footnote-7) (ii) staff: from Personnel Services[[8]](#footnote-8) and the Equality and Diversity Unit[[9]](#footnote-9).
* In the first instance a*No Contact Agreement* (NCA) will be sought, thatis a mutual agreement between the students where they all voluntarily agree to measures to limit the likelihood of contact between them, except for that which is necessary for their academic studies. Where a student unreasonably refuses to agree to an NCA a *No Contact Order (NCO)* may be considered, that is an order from the Proctors imposing measures on particular students who are in dispute to limit the likelihood of contact between them, except for that which is necessary for their academic studies.
* An NCA is intended to protect students while they are students at the University, but the dispute giving rise to the NCA does not have to have occurred in a University context.
* An NCA/NCO will remain in effect until either it has been terminated in writing by the Proctors, or the period for which the arrangement was in place has passed.
* The completed form should be sent to [casework@proctors.ox.ac.uk](mailto:casework@proctors.ox.ac.uk).

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| **SECTION 1: About You** | | | | | | | | | |
| **Surname/Family name** |  | | | **Title** | | |  | | |
| **First/Given name(s)** |  | | | | | | | | |
| **University student no.**  *This can be found on your Bodleian card or your enrolment certificate* |  |  |  |  |  |  |  |  |  |
| **Level of Study** | Undergraduate | |  | Taught Postgraduate | |  | Postgraduate | |  |
| **Programme of study** |  | | | | | | | | |
| **Course start date:** |  | | | **Course finish date:** | | |  | | |
| **Year of study:** |  | | | **Status on course:** | | |  | | |
| **College:** |  | | | | | | | | |
| **Contact email:** |  | | | | | | | | |

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| **SECTION 2: About the person(s) you would like an NCA with**  *Please fill out as much detail as you can* | | | | | | |
| **Surname/Family name** |  | | **Title** | |  | |
| **First/Given name(s)** |  | | | | | |
| **Level of Study** | Undergraduate |  | Taught Postgraduate |  | Postgraduate |  |
| **Programme of study** |  | | | | | |
| **Course start date:** |  | | **Course finish date:** | |  | |
| **Year of study:** |  | | **Status on course:** | |  | |
| **College:** |  | | | | | |
| **Contact email:** |  | | | | | |

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| **SECTION 3: Contact restrictions** |
| What contact would you like the arrangement to consider?  *Please be as specific as possible as this will enable the NCA to be tailored to the specific situation. It may be useful to consider what University or College premises you regularly access and/or the timeframes you access them, what you are studying at the University, what your University linked extracurricular activities are etc. Remember that an NCA is not a punitive measure so, as far as possible, should impact on everyone involved equally and should impose the minimum impact reasonably possible.* |
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| **SECTION 4: Details about the dispute**  **[max 400 words]**  *Please note this is optional and an NCA can be taken forward without this information.* | |
| Please provide a brief outline of the dispute.  *This information is to help the Proctors understand the context in which the requirements for an agreement have arisen and the seriousness of the allegations. The Proctors will not consider the merits of the underlying dispute.* |  |
| What impact has this dispute had on you?  *If you have any supporting evidence, please list and attach this.*  *The Proctors’ Office will not share this information without seeking your explicit consent.* |  |
| Please provide details of any steps taken in an attempt to resolve the matter up to this point.  *This may include actions such as using the Student Resolution Service, discussions with your College or the Student Welfare Support Services team etc.* |  |

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| --- | --- | --- | --- |
| **5. Statement by Student (please tick to indicate your agreement with each statement):** | | | |
| I have read the University’s *No-contact Agreement policy* | | |  |
| I understand that the Proctors’ Office may need to liaise with me and the other student(s) in relation to whom I have made this request in order to agree the terms of the NCA and that this may involve sharing the information on this form (other than the information relating to the impact on me) with the other student(s). | | |  |
| I understand that the Proctors’ Office may need to liaise with other parts of the Collegiate University (including departments and colleges) in order to put in place any appropriate measures under an NCA or NCO and that this may involve sharing the information on this form (other than the information relating to the impact on me). | | |  |
| I understand that if an NCA or NCO is put into place in response to this request this does not constitute any finding by the University in relation to the merits of the underlying dispute. | | |  |
| I understand that an NCA or NCO arrived at through this process is not intended to be punitive, that the Proctors’ Office will seek to ensure that the arrangements agreed impact on all students involved equally and that this means there will usually berestrictions on all parties. | | |  |
| I confirm that I am satisfied that it is not reasonably possible for me to resolve the dispute in any other way and that an NCA or NCO is necessary because the dispute is having a significant impact on my wellbeing. | | |  |
| The information I have given on this form is true, correct and complete, to the best of my knowledge | | |  |
| **Signed**: |  | **Date**: |  |

**Submit this form and all evidence to** [**casework@proctors.ox.ac.uk**](mailto:casework@proctors.ox.ac.uk)

*You will receive a formal acknowledgement of your complaint within two working days.*

1. NEED LINK TO POLICY [↑](#footnote-ref-1)
2. <https://www.admin.ox.ac.uk/statutes/352-051a.shtml#_Toc28142344> [↑](#footnote-ref-2)
3. <https://academic.admin.ox.ac.uk/student-conduct-0#collapse1540976> [↑](#footnote-ref-3)
4. <https://edu.admin.ox.ac.uk/harassment-policy> [↑](#footnote-ref-4)
5. <https://www.ox.ac.uk/students/welfare?wssl=1> [↑](#footnote-ref-5)
6. <https://edu.admin.ox.ac.uk/support> [↑](#footnote-ref-6)
7. <https://www.oxfordsu.org/wellbeing/student-advice/> [↑](#footnote-ref-7)
8. <https://www.admin.ox.ac.uk/personnel/staffinfo/> [↑](#footnote-ref-8)
9. <https://edu.admin.ox.ac.uk/harassment-advice> [↑](#footnote-ref-9)